

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter
	Conversion
	Section

Prepare a Motion to Convert with a certificate of service to the required parties.* Docket the motion and certificate of service as ONE event and attach ONE PDF document.

*Conversion for Ch 12 to Ch 7 and Ch 13 to Ch 7 by debtor require a Notice of Conversion.

If there are fees required for the conversion, prompts for payment of fees via the Internet appear during the docketing of the Motion to Convert.

STEP 1	Select Bankruptcy
STEP 2	Select Motion (Notice for Notice of Conversion)
STEP 3	Enter Case Number
STEP 4	Select Convert Ch XX to Ch XX or Convert Case to Chapter XX (Notice of Conversion Ch XX to Ch X for Notice of Conversion)
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party
STEP 7	Browse, locate, review and attach PDF document (Include Certificate of Service as part of the Motion to Convert PDF document)
STEP 8	Are you paying via the Internet [y or n]?: Appears when a filing fee is required for the conversion
STEP 9	Enter y if fee is due
STEP 10	Fee amount appears when fee is due

STEP 11	Review Docket Text
STEP 12	Submit if accurate
STEP 13	Backup if changes required
STE 14	Process payment via Internet with credit card if fee is due
STEP 11	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Motion to Convert Case to Chapter 7 Fee Amount \$15 Filed by train01 on behalf of Peter Stiles. (train01,)

- The court prepares the bar date notice, if required, and serves bar date notice via the Bankruptcy Noticing Center.
- The court prepares the 341 Meeting Notice, if required, and serves via the Bankruptcy Noticing Center.

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